

**REQUEST FOR AN OFFICIAL TRANSCRIPT
To Be Sent To Central Alabama Community College
From Another School or Institution**

- Directions: 1. Complete this form.
2. Forward it to the school or institution that will be sending your transcript.

*To The Registrar Or Person Responsible For Sending Transcripts:

Please send the requested information to:

Office of Admissions
Central Alabama Community College
1675 Cherokee Road
Alexander City, AL 35010

- *College transcript:
Year of graduation _____ **OR** last year of attendance _____
- Transient Letter: Term _____
- **High School transcript:
Year of graduation _____ **OR** last year of attendance _____
- GED Scores: _____ Year you passed the test _____

***Please attach this form to transcript(s) **Must include date of graduation and diploma type. to avoid unmatched transcript records. If credit based diploma also include graduation exams.**

Please Print:

My record will be listed under the name: _____
Last Name First Name Initial

Social Security Number _____ Date of Birth: _____

My current name and address:

Last Name First Name Initial

Street City State / Zip Code

E-Mail Address: _____

Signature _____ Date _____

Please Note!! The CACC Admissions Office will not accept transcripts that are hand delivered or faxed. Official transcripts must be mailed directly from the high school, college, or GED center to our College. It is the student's responsibility to submit the application for admission and request transcripts in time for them to be received and processed before the first day of class.